

3 OCT 1968

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CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY		MONTH	
		SEPTEMBER 1968	
ACCESSIONING, DISPOSITION, HOLDINGS			
ACTIVITY (Items 2 through 18 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION <i>JOBS</i> (Number) ✓	56	243	
2. RECORDS ACCESSIONED	569	2,112	126,951
3. RECORDS DISPOSED OF AT CENTER	208	877	25,117
4. RECORDS TRANSFERRED FROM CENTER	278	3663/0	33,490
5. RECORDS HOLDINGS <i>Inactive Office Records</i> ✓	68,344		
6. INTELLIGENCE REPORTS RECEIVED	348	1,013	64,251
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	51	226	27,137
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	22	185	14,751
9. INTELLIGENCE REPORTS HOLDINGS <i>Suspect Dist</i> ✓	22,363		
10. VITAL RECORDS RECEIVED	414	567	18,445
11. VITAL RECORDS DISPOSED OF AT CENTER	289	338	4,853
12. VITAL RECORDS TRANSFERRED FROM CENTER	5	17	4,582
13. <i>VITAL RECORDS</i> HOLDINGS ✓	9,010		
14. ARCHIVES ACCESSIONED	28	60	7,585
15. ARCHIVES DISPOSED OF AT CENTER	10	20	298
16. ARCHIVES TRANSFERRED FROM CENTER	0	0	902
17. <i>ARCHIVES</i> HOLDINGS ✓	6,385		
18. <i>TOTAL</i> HOLDINGS ✓	106,102		
REFERENCE SERVICES			
SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED <i>Office Records</i>	5,465	16,533	792,378
20. INFORMATIONAL REQUESTS <i>phone calls (Info - no doc)</i>	655	2,199	46,766
21. Archival Documents <i>Archives</i>	271	1,027	
22. INTELLIGENCE REPORTS <i>Suspect Dist</i>	3,169	9,596	
23. VITAL RECORDS <i>Vital Rec.</i>	167	568	
24. TOTAL	9,727	29,923	
25. NO. OF <i>PAGES REPRODUCED</i>	741	2,812	
ITEMS RECEIVED			
ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
<i>Office Files - (Vol. only - Item #2)</i>			
26. INTELLIGENCE REPORTS <i>Suspect Dist</i> ✓	112,482	305,535	
A. INITIAL RECEIPT	111,368	300,646	
B. RETURNS	1,114	4,889	
27. Archival Documents ✓	3,115	7,107	
28. VITAL RECORDS ✓	2,531	5,730	
29. TOTAL	118,128	318,372	
SHELVING UTILIZATION			
SPACE (Cubic feet)	REPORTING PERIOD		
30. TOTAL CAPACITY	132,202		
31. UTILIZED	85,539		
32. <del>COMMITTEE</del>	20,563		
33. AVAILABLE ✓	26,100		

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